

Lewis County Homeland Security Committee (HSC)

Meeting Minutes January 18, 2006

**City of Chehalis Community Services Conference Room
25 SW Circle Ave., Chehalis, WA 98532**

Present: See attachment

Chairman Joanne Schwartz opened the meeting at 1:30 p.m. with introductions of members.

III. Approval of Minutes

The minutes of the December 21, 2005 meeting were approved as presented. Motion made by Chief Deputy Gene Seiber, seconded by Michael Strozyk. Motion carried unanimously.

IV. Committee Reports

A. Communications Subcommittee Report

Michael Strozyk gave an update to the communications project. We are still awaiting remaining parts and will begin installation when the parts arrive. Michael stated that the Committee had decided in December 2005 to spend the remaining funds from the FY04 grant on portable radios. Michael expects that the remaining funds will be approximately \$50,000-55,000. Approximately 75 Motorola HT1250 and 20 CP200 radios will be purchased with these funds. Michael stated that the state equipment subcommittee meets February 1, 2006 to approve requests and that the radios should have no problem getting approved.

Chief Seiber reported that the Lewis County Homeland Security Communications Subcommittee would meet and recommend to the Committee which agencies should receive the new radios. Chief Seiber added that Fire Services, Public Health, and Public Works would receive most of the radios.

Michael stated that the county currently has problems receiving National Oceanic and Atmospheric Administration (NOAA) weather broadcasts, especially in the east side of the county. He has asked NOAA to link onto one of our sites and we will rebroadcast the signal to provide increased coverage.

B. Region 3 Coordinator Report

Steve Walton was not able to attend the meeting.

C. Lewis County Coordinator Report

Tim Brodt briefed the status of the FY 06 Homeland security grant. The Region 3 Homeland Security Committee met January 9, 2006 to prioritize county initiatives for the FY 06 Homeland Security grant.

After much deliberation, the Committee came to a consensus on allocating the funds based on two proposals.

1. Continue funding of the region staff.
2. Divide the region's remaining grant allocation equally among the five counties to fund their priorities. The top priority initiatives from each county are going to be forwarded to the state.

Lewis County's top initiative, interoperable communications will be submitted as its own initiative.

Our second priority, the Homeland Security Coordinator position, will be submitted as part of the funding for the region staff, but actual funding for the position will have to come from Lewis County's portion of the allocation if our Committee decides to continue funding the position.

We will not know how much Lewis County will receive for several months, but at least we have a direction for the grant spending.

Once the allocation is distributed, we will determine how to fund our projects.

Also announced at the Region 3 meeting was the promotion of Steve Walton to the Region 3 Homeland Security Program Manager position. Steve's vacant position will not be filled.

The MCI trailer and equipment for the FY 04 set-aside funds has been approved at the state level and forwarded to the Office of Domestic Preparedness (ODP) for approval.

Tim has put together an ICS-100, basic level Incident Command System class. The class is available for anyone wanting the training.

V. Old Business:

- A. Discussion of filling current and upcoming vacancies.**

The Committee discussed filling upcoming vacancies with the Fire Services primary, the Public Works primary, the Health Care alternate, and the Governmental Administration alternate.

Jeff Jaques will move from the Fire Services alternate to the primary position when Jerry Boes retires in March from the Chehalis Fire Department. The Fire Chief's Association will determine a representative for the Fire Services alternate position.

Jeff will contact Morton General Hospital to ask about someone filling the Health Care alternate position.

Gary Hurley asked about contacting Michelle Whitten, a clerk with the City of Toledo, to fill the Governmental Administration alternate position. Chairman Schwartz commented that she would be a good person to fill the position. Gary will contact Michelle.

A Public Works representative will need to be identified soon with the impending retirement of Roger Schang.

B. Nominations and election of a new Committee chairman

Chairman Schwartz asked for nominations to elect a new Committee chairman.

Roger Schang nominated Gary Hurley and Michael Strozyk seconded the nomination.

Michaelle Fries nominated herself and Ross McDowell seconded the nomination.

During discussion, it was suggested that the nominee not selected serve as the vice-chairman of the Committee. Mike Kytta, the current vice-chairman, agreed.

Gary Hurley was elected as the new Committee chairman.

Michael Strozyk motioned to appoint Michaelle Fries as the vice-chairman. The motion was seconded by Chief Seiber and passed unanimously.

C. Other Old Business. No other old business.

VI. New Business

A. Other New Business

There was no new business.

B. Next Meeting:

Michael Strozyk motioned for the Committee to meet every other month for at least the next six months. The grants are progressing well and meeting timelines and there is no impending business that requires monthly meetings. Chief Seiber seconded the motion and it passed unanimously.

The next Lewis County Homeland Security Committee meeting is scheduled for March 15, 2006.

VII. For The Good of the Order

Ross McDowell commented that Emergency Management has received Governmental Emergency Telecommunications System (GETS) cards. Emergency Management will work with the Hospitals to get them the cards.

Michael Strozyk thanked Chairman Schwartz for her service and leadership as chairman to the Committee.

Chief Seiber thanked Emergency Management for their work during the area flooding last week.

Chairman Schwartz thanked the Committee for all of its work and the support she received as chairman.

Adjournment

The meeting adjourned at 2:20 p.m.

Action Items/Assignments:

<u>LCHSC</u> Item/Action	Responsible Staff
<i>Elected Gary Hurley as Committee chairman</i>	<i>Committee</i>
<i>Appointed Michaelle Fries as Committee vice-chairman</i>	<i>Committee</i>
<i>Committee will meet every other month</i>	<i>Committee</i>
Contact Michelle Whitten to serve as Governmental Administration alternate	Gary Hurley
Contact Morton Hospital to obtain a new Health Care alternate	Jeff Jaques
Discuss a new Fire Services alternate with Fire Chief's Association	Jeff Jaques / Mike Kytta

Lewis County Homeland Security (HSC) Committee

Attendance Record

For: Meeting – January 18, 2006

Committee Members:

Y/N	Name	Discipline Represented
X	Ross McDowell	Emergency Management – P
X	Tim Brodt	Emergency Management – A
	Dr. Patrick O’Neill	Emergency Medical Services - P
X	Chief Mike Kytta	Emergency Medical Services - A
X	Chief Jerry Boes	Fire Services – P
X	Chief Jeff Jaques	Fire Services – A
X	Joanne Schwartz	Governmental Administration - P
		Governmental Administration - A
X	Audrey Hensiek	Health Care – P
	Sheila Wright	Health Care – A
X	Chief Civil Deputy Gene Seiber	Law Enforcement - P
X	Chief John Boren	Law Enforcement - A
X	Michaelle Fries	Private/Non-Profit Organizations - P
X	Dale McDaniel	Private/Non-Profit Organizations - A
	Steve Garrett	Public Health – P
	Tony Barrett	Public Health – A
	John Wickert	Public Safety Communications - P
X	Michael Strozyk	Public Safety Communications - A
X	Roger Schang	Public Works – P
X	Gary Hurley	Public Works – A

Others In Attendance:

Name	Agency/Position
Vance Aeschleman	ARC